

## Scope of Work

This scope of work is an enhancement and shall be considered additional work to the RFP module to the current website redesign contract (contract no. 03-032) and subject to the same terms and conditions.

Below the City defines the requirements for this internet based, electronic bidding component and shall be designed with the following capabilities and functionality: vendor registration, automatic notification of bid opportunities, receipt of electronic bids using AES encryption, administrative functions for multiple agencies, and super-admin capabilities.

## VENDOR FUNCTIONALITY

### 1. Main Page

- a. Table listing: bid records including information on:  
online/manual bids, agency, bid #, title, due date, addenda, planholder lists - *all are linked to login screen except for title, which links directly to a bid detail page. Bid detail page will prompt the user to logon to place an electronic bid or download bid terms and conditions.*
  - i. Distinguish online/manual bids by graphical representation
  - ii. Default sort on due date
  - iii. Sort by" functionality on entity, bid number, or title.
  - iv. Left navigation option includes Active bids no logon required, Inactive bids (no logon required), and vendor login.
- b. User Logon:
  - i. Login with password
  - ii. Forgot password
    - 1. Verification & notification via e-mail.
  - iii. Register
  - iv. Required fields include: company name, e-mail, phone number, address, state, zip, username, password, confirm password
  - v. Selection of commodity codes, sub commodity codes
  - vi. Confirmation e-mail of unique registration. (auto logon)
- c. Logged in User Ability
  - i. Hyperlink to view bid details is active with bid

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submission functionality

- ii. Hyperlink to view placeholder information is active
- iii. Hyperlink to view addenda information is active
- iv. Navigation option added: update profile
- v. Show user status: (i.e. Welcome Mickey Mouse) as well as logout option.
- vi. Submit an electronic bid:
  - 1. Page displays entity, title, & bid # at top of page.
  - 2. Table with list of items to include number of items, estimated Quantities, unit of measure, description, and input box for unit price.
  - 3. Field calculation is based on estimated quantity and unit price entered by vendor when calculation hyperlink is clicked.
  - 4. Page with table consisting of items to include number of items, Estimated quantities, unit of measure, description, and input box for updating unit price. Functionality allows user to recalculate the bid or submit bid.
  - 5. After submission of bid, vendor's bidding price and notes will be encrypted by using AES encryption and then inserted into the SQL Server database. Data will be encrypted to AES by using Chilkat AES Interop software. Vendor will receive a confirmation notification of successful bid submission on screen and via e-mail.
- d. Archived Bids
  - i. Open to everyone.
  - ii. Table: list of all bids with hyperlinks to bid details, placeholder information, bid tabulation, addenda, and award (agenda coversheet).

### **Administrative Functionality**

- 2. Main Page
  - a. Administrator Logon:
    - i. Login with password
    - ii. Forgot password
      - 1. Verification & notification via e-mail.
  - b. Administrative options for Entity Administrators
    - i. Create new bid
      - 1. Manual Bid (defined as a bid with specifications of which that may or may not be available for download, but bidders must deliver their bid physically to our office.) The information to be

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displayed for a Manual Bid should be:

- a. Bid Number
- b. Bid Title
- c. Bid Commodities and Sub-Commodities
- d. Bid Due Date and Time
- e. Description of the Bid (a text box that allows for several lines)
- f. Bid Specifications (pdf file)
- g. Addenda (pdf file) (there should be at least ten slots for these)

- \* Based on the Bid Commodity, an automatic e-mail will be sent vendors who have registered in the online vendor database.
- \* Vendors will also receive automatic notification of Addenda and Bid tabulations.
- \* Administrator can add vendors to the send list.
- \* Administrator can edit any and all of the information.

ii. Electronic Bid (this is a bid the specifications of which are available for viewing online and vendors will submit their bid electronically.) The information to be displayed for an Electronic Bid shall be the same as for a Manual Bid with the following additions:

1. Item #
2. Estimated Quantity
3. Unit Measure
4. Description
5. Notes/Exceptions (free form text)

- \* Submitted bids are held in a secured electronic lock-box until the assigned date and time of bid opening at which time they are tabulated and displayed to the administrator.
- \* Administrator will be able to enter bid results received from manual bidders.
- \* Those results will be added to the electronic tabulation and a comprehensive tabulation will then be issued.
- \* Administrator will be able to view who has downloaded specifications from the website
- \* Administrator will be able to view who has submitted a bid, without seeing the actual bid.

iii. Edit bid

1. Add, save or send addenda
2. Edit/Add manual planholder and post


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- 3. Change due date
- 4. Set Bid status – active/inactive
- 5. Send Tabulation
- 6. Upload Award
- 7. Auto notify Vendors
- 8. Upload Manual Bid
- iv. Add commodity codes
- v. View vendor list
- vi. View Reports
  - 1. Bids received
  - 2. Bid Information downloaded
- c. Administrative options for Super Administrators
  - i. Ability to setup, change, and delete entity administrator accounts.

The City of College Station and Vision Internet mutually agree to make minor modifications to this scope of work provided it does not change the premise of the application.

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Charles Cryan, Fiscal Services Director  
City of College Station



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Steve Chapin, Vision  
Internet, President